



No. MANUU/Admn&Gov./F.17/2016-17/ 144

Date: 20/07/2016

ORDERS

*Sub: MANUU- Administration & Governance -Sanction & release of Imprest
(Contingencies & Utility Charges) amount- Order- issued.*

*Ref: 1) Notification No MANUU/F&A/2016-17/37 dated 04.05.2016
2) Approval of the Hon'ble Vice-Chancellor dated 12.07.2016.*

Approval is hereby accorded to release 50% imprest amount to all the Schools/Departments/Sections/ other institutions of HQs, under the head of Contingencies for meeting day-to-day contingency expenses viz, purchase of stationery item, postage, local conveyance, etc.

Further, approval is also accorded for Off Campuses to release 50% imprest under the head of **Utility Charges & Contingencies** for electricity, telephone and water charges out of the budget allocated amount for the year 2016-17 under Non-Plan. (Annexure-I)

The Heads of the Departments shall be the Incharge of imprest amount. He/She shall submit the bills/Vouchers etc. to the Finance Officer through the concerned section as per the order No MANUU/Admn& Gov./F.295/2015-16/1183 dated 29.10.2015, for the amount spent from the imprest for recoupment from time to time as per rules/ guidelines of imprest.


Registrar

To

The Finance & Accounts Section →

With a request to release payment accordingly and please check/verify the Offices, Sections, Departments etc. who have already drawn 50% of the allocated contingency budget before releasing of the amount. (Annexure-II)

Copy to:

1. The Vice-Chancellor's office /Registrar's office
2. All the Deans of Schools of Studies
3. All the Heads of Departments (Teaching)
4. All the Section Heads / Incharge (Non-Teaching)
5. All the CTEs, ITIs, Model Schools, Satellite campuses etc, under Non-plan.
6. In charge, off Campus Cell
7. Internal Audit Cell
8. Director, CIT, for uploading on MANUU Website
9. Concerned file